



BOARD OF HEALTH

Meeting Minutes

September 28, 2018

Materials Distributed at the meeting: WIC summary information and statistics; Fiscal year 2018 amended budget; Michigan DEQ – PFAS water sampling map and schedule

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Patty Cox, Pauline Jaquish, Bryan Kolk, Charles Lange, Jim Maike, Martha Meyette, Judy Nichols, Tom O’Neil, Roger Ouwinga, Shelley Pinkelman, Denny Powers, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen

Members Excused: Betty Dermyer, Phil Lewis

Staff Present: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Meryl Smith, Anne Young

Approval of the Agenda: Motion by Ray Steinke, seconded by Bryan Kolk, to approve agenda Motion carried.

- III. **Approval of the Meeting Minutes:** Motion by Charles Lange, seconded by Hubert Zuiderveen, to approve minutes of the August 24, 2018, meeting. Motion carried.

IV. **Public Comment:** None.

V. **Committee Reports**

- A. Executive Committee: No report.
- B. Finance Committee: Christine Lopez, Administrative Services Director, reviewed the financial report for the month ended August 31. The balance sheet showed an increase in fund balance of \$328 thousand, for a total of \$5.9 million. Total accounts receivable were at \$2 million, with \$900 thousand of that due from the State.
 - 1. *Approve Accounts Payable and Payroll – Action Item.* Motion by Ray Steinke, seconded by Richard Schmidt, to approve August accounts payable and payroll total of \$1,415,963.37.

Roll Call Vote:

Patty Cox	Yes	Judy Nichols	Yes	Richard Schmidt	Yes
Pauline Jaquish	Yes	Tom O’Neil	Yes	Ray Steinke	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Charles Lange	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Jim Maike	Yes	Denny Powers	Yes	Gary Taylor	Yes
Martha Meyette	Yes	Joan Runnels	Yes	Hubert Zuiderveen	Yes

Motion carried.

Lopez distributed copies of the FY18 Final Amended Budget. She said the amended budget reflected additional changes to revenues and expenditures since the previous version; with total revenues at \$20 million and expenses at \$19.9 million, and a projected increase to fund balance of \$134 thousand.

- 2. *Approve FY18 Amended budgets – Action Item.* Motion by Ray Steinke, seconded by Richard Schmidt, to approve amended budget as presented.

Roll Call Vote:

Patty Cox	Yes	Judy Nichols	Yes	Richard Schmidt	Yes
Pauline Jaquish	Yes	Tom O'Neil	Yes	Ray Steinke	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Charles Lange	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Jim Maike	Yes	Denny Powers	Yes	Gary Taylor	Yes
Martha Meyette	Yes	Joan Runnels	Yes	Hubert Zuiderveen	Yes

Motion carried.

Lopez reminded the members the proposed 2019 Fiscal Year Budget was presented at the August meeting, and included in the current meeting materials. The proposed budget was also reviewed and recommended for approval by the Finance Committee.

3. *Approve FY2019 Budget – Action Item.* Motion by Ray Steinke, seconded by Richard Schmidt, to approve proposed budget.

Roll Call Vote:

Patty Cox	Yes	Judy Nichols	Yes	Richard Schmidt	Yes
Pauline Jaquish	Yes	Tom O'Neil	Yes	Ray Steinke	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Charles Lange	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Jim Maike	Yes	Denny Powers	Yes	Gary Taylor	Yes
Martha Meyette	Yes	Joan Runnels	Yes	Hubert Zuiderveen	Yes

Motion carried.

Lopez next requested approval of a three-year lease agreement with Newaygo County for office and clinic space. She said the costs quoted were the same, and the only change to the lease was to extend the lease period to three years, and align it with the County fiscal year.

4. *Approve Newaygo County 3-year Lease – Action Item.* Motion by Ray Steinke, seconded by Richard Schmidt, to approve property lease. Motion carried.

- C. Personnel Committee: Hubert Zuiderveen, Committee Chair, reported the Committee met September 21 to review employee benefits and pay. Kevin Hughes said the Committee reviewed the proposed Fiscal Year 2019 benefits package, and recommended approval by the full board at the September (current) meeting. He said approval at the current meeting was necessary to allow sufficient time for staff to receive information about the benefits and participate in open enrollment.

Hughes highlighted the benefits to be approved:

- Continuation of two Blue Care Network HMO plans, with 4% increase in premium costs
- Continuation of Blue Cross-Blue Shield PPO plan with 13.8% increase
- Addition of Blue Care Network HSA plan
- Continuation of Delta Dental and VSP Vision Insurance at same rates
- Addition of voluntary coverage with Aflac for accident, critical illness, and hospitalization – including maternity care
- Continuation of Basic Flex Cards for employees covered by other health insurance (\$500 for full-time employees, and \$250 for part-time)

Hughes noted the Committee also reviewed a recommendation for pay scale adjustments. He said the amount of all adjustments was projected to total \$62 thousand and was included in the FY19 budget. He explained it was not a general increase and not all employees would get the same amount. He said most of the employees would be eligible to receive a step increase. Hughes explained pay range adjustments were made based on a comprehensive review of job descriptions and pay survey data. In

response to a question, he said employees in jobs moved to lower pay ranges would not be subject to pay cuts, but instead would have their pay rates frozen.

5. *Accept Personnel Committee recommendation to approve all benefits and pay changes and additions reviewed – Action Item.* Motion by Hubert Zuiderveen, seconded by Tom O’Neil, to bundle and approve all recommended employee benefits continuations and additions, changes to pay scale, and pay increase budget.

Roll Call Vote:

Patty Cox	Yes	Tom O’Neil	Yes	Ray Steinke	Yes
Pauline Jaquish	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Bryan Kolk	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Jim Maike	Yes	Denny Powers	Yes	Gary Taylor	Yes
Martha Meyette	Yes	Joan Runnels	Yes	Hubert Zuiderveen	Yes
Judy Nichols	Yes	Richard Schmidt	Yes		

Motion carried.

- D. Legislative Committee: Kevin Hughes said he received reports that two new versions of legislation to revise the Michigan Sanitary Code were circulating in the State legislature, but nothing has been shared yet. He said the bill to require dental screenings for pre-K children was moving forward. Also, the Michigan Department of Agriculture and Rural Development was in the process of reviewing third party food delivery services such as Grub Hub.

VII. Program Presentation: *National WIC Association: Why Advocacy Matters*

Anne Bianchi addressed the benefits of membership in the National WIC Association. She introduced Meryl Smith, WIC Supervisor. Bianchi explained Smith received a scholarship to a WIC leadership conference focused on advocacy. Smith summarized the learning and activities she participated in related to advocacy as part of the conference. She also highlighted other outreach and advocacy activities by other WIC staff.

VIII. Program Reports

- A. Environmental Health: Monthly report included with meeting materials. Tom Reichard reviewed the table of 2018 Beach Monitoring Program Results included with the report. No other questions.
- B. Personal Health: Monthly report included with meeting materials. Anne Young reminded those present to get their flu shots and noted information about influenza vaccines was included in the report. She highlighted staff efforts in preventing the spread of Hepatitis A. She said a team was present at the Wheatland Music Festival and administered 63 vaccinations in four hours. Also, after the State reported an attendee at the Renaissance Festival contracted Hepatitis A, the agency received several calls and requests for information and vaccines.

Young also highlighted a success story involving the MIHP program. A nurse reviewed immunization records for one of the infants in her caseload and discovered the child was far behind the recommended schedule of vaccines. She contacted a nurse in Mecosta to arrange for the infant to be vaccinated at home as the mother had no transportation. This nurse also checked the immunization records for other members of the household and found them all to be behind schedule. Together, the two nurses visited the home and administered a total of 26 vaccines to three children, the mother, and a neighbor.

- C. WIC: Monthly report included with meeting materials. Anne Bianchi reported on progress of the MDHHS WIC Funding Formula Committee. The initiative was established in response to declining WIC caseloads at both State and national levels. Bianchi, who serves on the committee, said preliminary recommendations were completed and a State manager will be developing proposed WIC caseloads and budgets for potential fiscal year 2010 implementation.

- D. Health Promotion: Monthly report included with meeting materials. Sarah Oleniczak noted a program requirement to maintain funding for Substance Abuse Prevention is to conduct regular tobacco compliance checks of retailers. Results of the most recent checks in Lake, Mason, and Oceana counties showed compliance rates of 93% or better among local retailers.

IX. Administrative Reports

- A. Medical Director: Monthly report distributed with meeting materials. Dr. Jennifer Morse reported on Shiga Toxin Producing *E. coli* (STEC.) She explained *E. coli* is a type of bacteria that in general is not harmful and is a normal inhabitant of the bowels of humans and animals. Some strains of the bacteria have taken on characteristics that make them pathogenic and produce Shiga toxin which can cause serious illness resulting in hospitalization and even death. Hemolytic uremic syndrome (HUS) is a severe complication that can occur with STEC infections. The syndrome includes sudden kidney failure and severe anemia. Children are particularly susceptible to STEC infections and HUS.

She said the best way to prevent getting *E. coli* is to wash hands thoroughly after: any contact with animals, using the bathroom, changing diapers, or before preparing or eating food.

Dr. Morse recommended the following: (1) Be aware – while most *E. coli* is harmless, some strains can cause serious, even deadly, illness; (2) Recognize children are particularly susceptible to STEC and HUS, and teach them healthy hygiene habits to keep them safe.

6. Approve Healthy Living Recommendations – motion by Hubert Zuiderveen, seconded by Judy Nichols.
Motion Carried.

- B. Deputy Health Officer: Written report submitted with meeting materials. Sarah Oleniczak noted her report included a summary of the review of the annual report submitted to PHAB as part of the continuing accreditation process. She said the report commended agency efforts to maintain standards for national accreditation.

Also included with the report were summary statistics on the HUB program. Since January, Community Health Workers with DHD#10 responded to 1,283 referrals.

- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes updated the Board on the number of filters distributed in response to PFAS contamination near Camp Grayling. He also said the agency will be re-evaluating the water dispensing coolers being used, and is also developing communications on proper maintenance of water filters issued to area residents.

Hughes reported the Public Health Advisory Council submitted three new indicators to be used in the State accreditation review program. Hughes chairs the work group focused on the Workforce Development indicator.

Finance Committee members were reminded a meeting with County Administrators to discuss county appropriations is scheduled for Friday, October 12.

At the October meeting, Hughes said he would provide information on a proposal to establish a foundation using available Tencon funds to address community health issues.

X. Other

- In response to a question, Dr. Morse explained the PBB fieldwork mentioned in the Personal Health report.
- Joan Runnels announced a summit on the recreational marijuana ballot proposal will be held October 30 in Lake County.

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, October 26, at 9:30 a.m..

XII. Adjournment

Jim Maike, Chair, adjourned the meeting at 10:59 a.m.

Jim Maike, Chair *Date*

Charles Lange, Secretary *Date*